

# Groundskeeper 1

## Parks Department

Under direct supervision of the Parks Supervisor to perform routine manual labor tasks in support of the activities and operations of the Parks Department. Uses manual equipment such as shovels, hoes, rakes and hand saws to perform general grounds maintenance including digging, raking, leveling, planting, fertilizing, spraying pesticides, and pruning flowers, trees and shrubs. Drives pick-up trucks, tractors, and other motor vehicles with heavy equipment attached; operates professional type mowers, spray equipment, push mowers, weed-eaters, edgers, chain saws, and other equipment. Loads and unloads from a truck bed: power tools and equipment weighing up to 75 pounds; shrubs, potted plants, and bags of fertilizer weighing up to 50 pounds; and burlapped trees weighing up to 100 pounds. Sets barricades, traffic cones, and warning signs weighing up to 100 pounds along streets for traffic control. Cleans and maintains equipment. Responsible to learn and follow all safety rules, regulations, and requirements.

## **Hours:**

7:00 am-4:30 pm Monday through Thursday  
7:00 am-3:30 pm Friday, every other Friday off

**Starting Salary: \$11.02/hour**

Town of Addison  
Human Resources Department  
16801 Westgrove Drive  
P.O. Box 9010  
Addison, Texas 75001-9010  
Phone: (972) 450-2818  
Fax: (972) 450-2835  
[www.ci.addison.tx.us](http://www.ci.addison.tx.us)

## Minimum Requirements

*All positions require a clear background, clear pre-employment drug screen, valid Texas driver's license and safe driving record.*

- One year stable work experience, preferably in landscape maintenance or irrigation installation and repair.
- Prefer a TDA non-commercial applicator's license in weeds and plant pests categories.
- Must meet annual TDA training requirements in order to apply herbicides and pesticides.
- Some knowledge of hand and small power tools and their maintenance.
- Must be able to understand oral instructions and read written instructions.
- Valid Texas Drivers License

Position open:

August 27, 2007

**Open Until Filled**

For more information, call Human Resources at (972) 450-2818  
or fax your application/resume to (972) 450-2835.

**Application available at [www.ci.addison.tx.us](http://www.ci.addison.tx.us).**



**Addison Service Center**

## Benefits

### Insurance

- Fully-paid Health & Dental Insurance for employee from date of hire
- Partial payment of premiums for family Health & Dental Insurance
- Choice of HMO or Point of Service Open Access
- Life Insurance paid by the Town, 2X annual salary
- Short-term and Long-term Disability provided by the Town

### Tuition Reimbursement

Eligible for tuition reimbursement after trial period.

### Holidays

- |                    |                             |
|--------------------|-----------------------------|
| * New Year's Day   | * Memorial Day              |
| * Independence Day | * Labor Day                 |
| * Thanksgiving Day | * Friday after Thanksgiving |
| * Christmas Eve    | * Christmas Day             |
| * Your Birthday    | (Police & Fire by Policy)   |

### Vacation & Sick Leave

Accrued, prorated vacation and sick leave for each complete payroll period.

### Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

### Deferred Compensation

457 Plan with Town contribution after trial period.

### Other benefits include:

Professional Memberships, Addison Athletic Club Membership, Longevity Pay, Employee Assistance Program, and many more.

The Town of Addison is accessible to persons with disabilities. Please call at least 48 hours in advance if you need assistance. The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.